

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION New York, NY		2. POSITION NUMBER D081914	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position JFS for Prof Work in the Eng & Arch Grp, GS-0800, 11/08; JFS for Prof Work in the Phy Sci Grp, GS-1300, HRCD-4, 12/97; JFS for Prof Work in the Nat Res Mgmt & Bio Sciences GS-0400, 9/05; GSSG 06/98					
b. Title		c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Supervisory Environmental Engineer	GS	0819	14	001
4. Supervisor's Recommendation	Phy Scientist, Env Engineer, Life Scientist	GS	1301, 0819 0401	14	
5. ORGANIZATIONAL TITLE OF POSITION (if any) Drinking Water and Ground Water Protection Section Chief		6. NAME OF EMPLOYEE Christine Ash			
7. ORGANIZATION (Give complete organizational breakdown)		e. Drinking Water and Ground Water Protection Section			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Region 2		g.			
c. Clean Water Division		h. Employing Office Location New York, NY			
d. Drinking Water and Municipal Infrastructure Branch		i. Organization Code RDBA0000			
8. SUPERVISORY STATUS					
<input checked="" type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Douglas Pabst, Chief DWMIB		d. Typed Name and Title of Second-Level Supervisor Jeff Gratz, Deputy Director CWD			
b. Signature 		c. Date 5/3/17	e. Signature 		f. Date 5/3/17
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input checked="" type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	c. Financial Disclosure Form <input checked="" type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required I No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input checked="" type="checkbox"/> Executive	f. Functional Classification Code 92	
g. Bargaining Unit Code 8888	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (20 % of time) <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature /s/ Kim Crum		j. Date 2/14/13
11. REMARKS *Interdisciplinary position classifiable as Supervisory Environmental Engineer (0819), Supervisory Physical Scientist (1301), or Supervisory Life Scientist. May not be IA'ed: Position serves as a section supervisor.					

United States Environmental Protection Agency

JFS for Professional Work in the Natural Resources Management and Biological Science Group, 0400 09/2005; JFS for Professional Work in the Physical Sciences Group, 1300 12/1997; JFS for Professional Work in the Engineering and Architecture Group, 0800 11/2008
GSSG, 06/1998

1. DUTY LOCATION

New York, NY

2. POSITION NUMBER

75151

Used to Classify this Position

Official Allocation	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
	Supervisory LIFE SCIENTIST	GS	*0401	14	001
4. Supervisor's Recommendation	Supervisory Environmental Engineer	GS	819	13/14	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE			
7. ORGANIZATION (Give complete organizational breakdown).		e.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Region 2		g.			
c. Clean Water Division		h. Employing Office Location			
d. Drinking Water & Municipal Infrastructure Branch		i. Organization Code 90263200/RDBA0000			
8. SUPERVISORY STATUS					

- ☒ [2] **Supervisor or Manager.** Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.
- ☐ [4] **Supervisor.** Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.
- ☐ [5] **Management Official.** Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).
- ☐ [6] **Lead.** Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.
- ☐ [7] **Team Leader.** Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.
- ☐ [8] **All Other Positions.** Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.

9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations

a. Typed Name and Title of Immediate Supervisor		d. Typed Name and Title of Second-Level Supervisor	
Arita M. Thompson, Branch Chief, CWD, DWMIB		Joan Leary Matthews, CWD Director	
b. Signature	c. Date	e. Signature	f. Date
<i>Arita M. Thompson</i>	1/17/13	<i>Joan Leary Matthews</i>	1/18/2013

10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

a. Promotion Potential			
<input checked="" type="checkbox"/> This position has no promotion potential		<input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:	
b. PSB Risk Designation	c. Financial Disclosure Form	d. "Identical, Additional" (IA) Allocation	e. FLSA Determination
<input type="checkbox"/> 1 Low	<input type="checkbox"/> OGE-450 Required	<input type="checkbox"/> Allocation This position	<input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT*
<input checked="" type="checkbox"/> 2 Moderate	<input type="checkbox"/> OGE-278 Required	<input type="checkbox"/> may be IA'ed	(*check exemption category)
<input type="checkbox"/> 3 High	<input checked="" type="checkbox"/> No financial disclosure forms required	<input checked="" type="checkbox"/> may not be IA'ed	<input type="checkbox"/> Administrative
Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> is limited to current incumbent	<input checked="" type="checkbox"/> Professional <input checked="" type="checkbox"/> Executive
f. Functional Classification Code	92		
g. Bargaining Unit Code	h. Check, if applicable:		i. Classifier's Signature
8888	<input type="checkbox"/> Medical Monitoring Required		<i>Ken Lunn</i>
	<input checked="" type="checkbox"/> Extramural Resources Management Duties (10% of time)		
	<input type="checkbox"/> This position is subject to random drug testing ()		j. Date
			2/14/13

11. REMARKS

Interdisciplinary position classifiable as: Supv Environmental Engineer, GS-0819; Supv Physical Scientist, GS-1301; or Supv Life Scientist, GS-0401

Interdisciplinary
Supervisory Physical Scientist, GS-1301-14
Supervisory Environmental Engineer, GS-0819-14
Supervisory Life Scientist, GS-0401-14

PURPOSE OF POSITION AND ORGANIZATIONAL LOCATION:

The primary purpose of this position is: To serve as a first level supervisor, providing planning, directing, organizing, and exercising control over nonsupervisory employees assigned to the Drinking Water and Ground Water Protection Section.

The organizational location of this position is: Drinking Water and Ground Water Protection Section, Drinking Water and Municipal Infrastructure Branch, Clean Water Division, Environmental Protection Agency, Region 2, New York, NY.

ORGANIZATIONAL GOALS OR OBJECTIVES:

The Drinking Water and Ground Water Protection Section performs the following functions:

- Oversees and supports state delegated Public Water Supply Supervision (PWSS) programs and provides assistance to Region 2 in support of their delegated responsibilities;
 - Negotiates program grants and ensures that workplan commitments are met and conducts formal evaluations of state programs;
 - Provides comprehensive tracking of state primacy retention packages to ensure that approvable packages are developed and submitted within the statutory deadlines;
 - Participates in the development of and tracks the drinking water elements of State Strategic plans;
 - Implements regional water sector security responsibilities and works with states and special interest groups to promote funding for increased state capacity;
 - Investigates drinking water emergencies;
 - Develops and tracks special drinking water initiatives and provide technical assistance and outreach on drinking water issues;
 - Assist in the administration and implementation of the source water protection and sole aquifer programs.
-

DUTY 1:

25%

Plans, organizes, and directs the activities of the Drinking Water and Ground Water Protection Section, ensuring that the Section complies with legal and regulatory requirements and meets customer needs. Develops goals and objectives that integrate organization and Section objectives. Establishes policies and procedures for accomplishment of all applicable programmatic commitments and goals. Plans and schedules work in a manner that promotes a smooth flow and even distribution. Coordinates plans and schedules with other organization managers and customers as appropriate. Identifies need for changes in priorities and takes action to implement such changes. Plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules. Assigns work to subordinate

employees based on organization priorities and consideration of difficulty and requirements of assignments such that the experience, training, and abilities of staff are effectively utilized to meet organization and customer needs. Balances workload and provides advice, guidance, and direction to staff on administrative issues. Structures assignments to create effective and economical positions. Coordinates with other organization managers and customers as appropriate. Reviews organization mission, functions, and manning. Identifies requirements and initiates requests for additional resources including personnel, overtime, equipment, supplies, and space to ensure success in meeting goals and objectives. Provides advice to supervisor on significant issues and problems related to work accomplishments. Establishes metrics and analysis systems to ensure actions are timely and reviewed at critical points. Accepts, amends, or rejects work presented by subordinates. Performs self-inspection and presents detailed and comprehensive report with any corrective action taken to supervisor. Follows-up to ensure complete and quality resolution of discrepancies. Assesses and revises policies and procedures as needed to find ways to improve quality, timeliness, and efficiency of work.

DUTY 2:

25%

Exercises supervisory personnel management responsibilities. Advises and provides counsel to employees regarding policies, procedures, and directives of management. Selects or recommends selection of candidates for vacancies, promotions, details, and reassignments in consideration of skills and qualifications, mission requirements, and EEO and diversity objectives. Develops, modifies, and/or interprets performance standards. Explains performance expectations to employees and provides regular feedback on strengths and weaknesses. Holds employees responsible for satisfactory completion of work assignments. Appraises subordinate workers performance ensuring consistency and equity in rating techniques. Recommends awards when appropriate and approves within-grade increases. Hears and resolves employee complaints and refers serious unresolved complaints to higher level management. Initiates action to correct performance or conduct problems. Effects minor disciplinary measures such as warnings and reprimands and recommends action in more serious disciplinary matters. Prepares documentation to support actions taken. Identifies employee developmental needs and provides or arranges for training (formal and on-the-job) to maintain and improve job performance. Encourages self-development. Approves master leave schedule assuring adequate coverage for peak workloads and traditional holiday vacation time. Demonstrates sensitivity to ideas of subordinates. Promotes an environment in which employees are empowered to participate in and contribute to effective mission accomplishment. Discharges security responsibilities by ensuring education and compliance with security directives for employees with access to classified or sensitive material. Recognizes and takes action to correct situations posing a threat to the health or safety of subordinates. Applies EEO principles and requirements to all personnel management actions and decisions, and ensures all personnel are treated in a manner free of discrimination. Periodically reviews position descriptions to ensure accuracy, and the most effective utilization of personnel resources. Explains classification determinations to subordinate employees.

DUTY 3:

25%

Represents the Agency with a variety of functional area organizations. Establishes, develops, and maintains effective working relationships with high level officials within and outside of the Division and Region and in EPA Headquarters; high level officials of other

Federal, state and local agencies; key representatives in private industry or public municipalities; engineering and environmental consultants; and officials in National, state and local environmental and public action groups. Meets with key customer and coordinating officials to assess customer satisfaction, explain organization policy and procedures, and resolve problems that arise. Provides or ensures that subordinates provide customer guidance and training. Participates in special projects and initiatives and performs special assignments. Identifies the need for special projects and initiates milestones and goals. Evaluates reports by analyzing facts and performing appropriate research and prepares detailed responses. Determines appropriate recommendations for unresolved or questionable problems and performs follow-up. Researches and determines or recommends appropriate actions or interpretation of issues that impact organization, branch, division, or agency.

DUTY 4:

25%

Serves as a technical advisor and assistant to the Branch Chief on drinking water and ground water issues. Advises, plans, and/or reviews specific problems, programs, and policies and develops new or improved techniques and solutions related to drinking/ground water issues. Establishes and maintains partnerships and works with private and public sectors to support the management of drinking/ground water programs.

RECRUITMENT KNOWLEDGES, SKILLS, AND ABILITIES (KSA):

1. **Supervision:** Ability to perform first line supervisory functions, including setting and adjusting short-term priorities; evaluating work performance; giving advice, counsel, and instruction to employees on both technical and administrative matters; identifying developmental and training needs of employees and providing or arranging for those needs to be met; and developing performance standards.
2. **Technical:** Knowledge of advanced concepts, principles, practices and methodology of Physical Science, Life Science, or Environmental Engineering sufficient to provide technical oversight on all aspects of drinking/ground water programs and activities; serve as a technical advisor and assistant to the Branch Chief on drinking/ground water issues; and develops new or improved techniques and solutions related to drinking/ground water technical and policy opportunities and roadblocks.
3. **Programmatic:** Knowledge of the Safe Drinking Water Act sufficient to lead a diverse staff to effectively and efficient accomplish the mission of the branch.
4. **Project Management:** Ability to plan, organize, and direct the functions and staff of a small to medium sized organization. Ability to establish goals and assess progress toward their achievement; and to adjust work operations and program objectives to meet emergencies, changing programs, objectives, or production requirements within available resources and with minimum sacrifice of quality or quantity of work.
5. **Communication:** Ability to communicate effectively, both orally and in writing sufficient to formulate and present arguments and advisory opinions, elicit cooperative and constructive

responses from negotiating parties, and to provide effective oral briefings and public presentations.

SUPERVISORY CONTROLS:

The Section Chief exercises supervision to accomplish Section work plans, goals and objectives and regulatory requirements. Incumbent plans work to be accomplished by subordinates and sets and adjusts priorities. Work is assigned to individual staff members or workgroups. The Section Chief reviews final work products and approves them or forwards them on for Branch Chief or Division Director approval if appropriate.

CLASSIFICATION CRITERIA:

Factor 1, Program Scope and Effect

Level 1-3 550 Points

The Incumbent oversees the Section's programs which encompass Region 2. The portions of major programs performed within the Section are of a complex, regulatory/scientific nature, significantly impacting the conduct of Branch, Division and Regional Agency business with other state and local governments and municipalities, and segments of the regulated community and the general population within the Region.

Factor 2, Organizational Setting

Level 2-2 250 Points

The employee is accountable to the Chief of the Drinking Water and Municipal Infrastructure Branch, a position that is one level below the SES Clean Water Division Director.

Factor 3, Supervisory and Managerial Authority Exercised

Level 3-2c 450 Points

The incumbent plans and schedules work to be accomplished by subordinates, sets and adjusts short-term priorities; assigns work in consideration of employee skills and mission requirements; reviews work assuring accuracy requirements are met; develops performance standards and rates subordinates' performance; advises employees on work and administrative matters; implements methods and procedures to improve organizational performance; and identifies and provides for employee training and development. The employee also recommends selection of candidates for positions; recommends position structure changes; approves leave; takes disciplinary actions and hears and resolves formal employee complaints and grievances as delegated by higher level management; and assesses and revises policies and procedures as needed to find ways to improve quality, timeliness, and efficiency of work.

Factor 4, Personal Contacts

Subfactor 4A- Nature of Contacts

Level 4A-4 100 Points

Personal contacts include high level officials within and outside of the Division and Region and in EPA Headquarters; high level officials of other Federal, state and local agencies; key representatives in private industry or public municipalities; engineering and environmental consultants; and officials in National, state and local environmental and public action groups. Such contacts may involve telephone or personal contacts, small group meetings and public meetings or presentations.

Subfactor 4B- Purpose of Contacts

Level 4B-3 100 Points

The purpose of contacts is to justify, defend, inform or negotiate in representing the Section, in obtaining or committing resources, and in gaining compliance with established policies or regulations. Contacts often involve active participation in conferences, meetings, audits or presentations involving problems or issues of considerable consequence or importance to the Section's functions.

Factor 5, Difficulty of Typical Work Directed

Level 5-7 930 Points

The position is responsible for providing direction and supervision over work at the GS-12 which best characterizes the nature of the basic, mission oriented, nonsupervisory work performed in the organization and which constitutes 25 percent or more of the workload (not positions or employees) of the organization.

Factor 6, Other Conditions

Level 6-5 1225 Points

Supervision and oversight involve significant and extensive coordination and integration of a number of important projects or program segments of professional, scientific, technical, and managerial or administrative work comparable in difficulty to the GS-12 level. Supervision also involves major recommendations which have a direct and substantial effect on the organization and projects managed, for instance, where there are significant internal and external program and policy issues involving close coordination and integration of program efforts; restructuring, reorienting or revising immediate and long range goals, objectives, plans, and schedules to meet substantial changes in program activity and/or funding; determinations of projects or program segments to be initiated, dropped, or curtailed; or resources to devote to particular programs.

CLASSIFICATION SUMMARY:

CLASSIFICATION STANDARD(S) USED: US OPM PCS for General Schedule Supervisory Guide, TS-123, April 1993, revised in April 1998.

Total Points: 3605

GS-14 Point Range: 3605 - 4050

Grade: GS-14

Name	Employee ID	Title	Series	FPL	Position Number	Supervisory Status	Duty Station
GOULD, STEPHEN E.	0000003573	ENVIRONMENTAL SCIENTIST	GS-1301-12/10	12	0003574	8	NEW YORK, NEW YORK
LIN, CHUNG-CHEN	0000003082	ENVIRONMENTAL ENGINEER	GS-0819-12/09	12	0020119	8	NEW YORK, NEW YORK
LOWY, MICHAEL J.	0000004597	ENVIRONMENTAL SCIENTIST	GS-1301-13/10	13	0004598	8	NEW YORK, NEW YORK
RASSO, MARK A.	0000002421	ENVIRONMENTAL ENGINEER	GS-0819-12/10	12	0002422	8	NEW YORK, NEW YORK
VINCIGUERRA, AMY M.	0000025123	SUPVY PHYSICAL SCIENTIST	GS-1301-14/03	14	0075151	2	NEW YORK, NEW YORK



United States
ENVIRONMENTAL PROTECTION AGENCY
Washington, DC 20460

Position Risk Designation Checklist

AAship/Region: Region 2 Type of Action: Hiring SF 52 Request No.: 17 0486945

Position Title/Series/Grade: Sup Physical Scientist (1401), Sup Env Engineer (0819), Sup Life Scientist (0401), GS-14

Full Performance Level (FPL) of Position: 14
(Risk designation is based on FPL)

Functional Title (if applicable): Drinking Water and Ground Water Protection Section Chief
(Position's primary function, e.g., official position title may be Life Scientist, but function may be Permit Writer)

Funding: A fingerprint check and, if needed, a background investigation will be funded through your Working Capital Fund (WCF) Service Agreement. Please provide the Service Agreement No.: BV58000383. (Your Service Agreement Account Owner can help you with this.) **Please Note:** This SF 52 action will not be processed unless the service agreement number is provided.

DIRECTIONS: Hiring officials or supervisors must complete this form for all personnel actions (appointments, details, promotions, reassignments, recruitments) involving a change in position description exceeding 180 days. The completed form will help the Personnel Security Branch (PSB) determine the position's appropriate risk level. This form must be submitted with the SF 52 package. Answer all "Yes/No" questions based on the FPL position description. Where explanations are requested, attach additional pages, as needed. If you have questions, please contact your local HR representative or service center.

1. Has the risk level of this position already been designated at the full performance level? ☐ Yes ☒ No
What is the name of the incumbent of the above position? _____
If you answered "Yes" to question 1, please skip all remaining questions, print pages 1-2, and sign and date the form.

2. Is the position one of the following predesignated positions? ☐ Yes ☒ No
If "Yes," please indicate the position below, answer question 3, skip remaining questions, print pages 1-2, and sign/date the form.

NOTE: Unless otherwise specified, these predesignations are effective up to and including Grade 13. Grade 14 and 15 positions must be individually designated, requiring the completion of questions 3 through 18.

- | | |
|--|--|
| <input type="checkbox"/> Attorney—Moderate | <input type="checkbox"/> IT Specialist (Enterprise Architecture)—Moderate |
| <input type="checkbox"/> Bench Scientist, such as chemist, biologist, etc.—Moderate | <input type="checkbox"/> IT Specialist (Internet)—High |
| <input type="checkbox"/> Contract Project Officer—Moderate | <input type="checkbox"/> IT Specialist (Network Services)—High |
| <input type="checkbox"/> Contract Specialist—Moderate | <input type="checkbox"/> IT Specialist (Operating System)—High |
| <input type="checkbox"/> Criminal Investigator (all grades, all positions)—High | <input type="checkbox"/> IT Specialist (Policy and Planning)—Moderate |
| <input type="checkbox"/> Deputy Division or Division Director—High | <input type="checkbox"/> IT Specialist (Security)—High |
| <input type="checkbox"/> Financial Specialist/Accountant/
Budget Analyst—Moderate | <input type="checkbox"/> IT Specialist (System Administrator)—High |
| <input type="checkbox"/> Grants Project Officer—Moderate | <input type="checkbox"/> IT Specialist (Systems Analysis)—Moderate |
| <input type="checkbox"/> Grants Specialist (GS 12 and below)—Low | <input type="checkbox"/> On-Scene Coordinator (all grades, all positions)—High |
| <input type="checkbox"/> Grants Specialist (GS 13 and above)—Moderate | <input type="checkbox"/> Permit Writer—Moderate |
| <input type="checkbox"/> HR Specialist (Benefits)—Moderate | <input type="checkbox"/> Public Affairs Specialist/Community Involvement
Coordinator—Moderate |
| <input type="checkbox"/> HR Specialist (Classification)—Low | <input type="checkbox"/> QA Scientist—Moderate |
| <input type="checkbox"/> HR Specialist (ER/LR)—Moderate | <input type="checkbox"/> RCRA Corrective Action Officer—Moderate |
| <input type="checkbox"/> HR Specialist (Generalist)—Moderate | <input type="checkbox"/> Remedial Project Manager—Moderate |
| <input type="checkbox"/> HR Specialist (Staffing)—Moderate | <input type="checkbox"/> Site Assessment Manager—Moderate |
| <input type="checkbox"/> HR Specialist (Training)—Low | <input type="checkbox"/> Support Services Specialist—Moderate |
| <input type="checkbox"/> Inspector—Moderate | <input type="checkbox"/> Toxicologist—Moderate |
| <input type="checkbox"/> IT Specialist (Application Software)—High | |
| <input type="checkbox"/> IT Specialist (Customer Service)—Moderate | <input type="checkbox"/> OIG Employee (all grades, all positions)—High |
| <input type="checkbox"/> IT Specialist (Data Management)—Moderate | <input type="checkbox"/> Other Known High-Risk Position—High |
| | <input type="checkbox"/> Supervisor of High-Risk Employee(s)—High |

3. Requires access to classified information or materials? ☐ Yes ☒ No (If "Yes," include clearance justification w/package.) What clearance level is required? ☐ Secret ☐ Top Secret

NOTE: If you answered "Yes" to No. 2 and have answered No. 3, skip remaining questions, print pages 1-2, and sign/date the form.

Answer all "Yes/No" questions based on the FPL position description. If explanations are requested, attach additional pages.

4. Requires access to sensitive information or materials? ☒ Yes ☐ No (If "Yes," check all that apply.)
- ☒ EPA's financial resources/records ☒ Confidential business information
- ☒ Proprietary information ☒ Personally identifiable information (e.g., address)
- ☒ Audits (e.g., financial reviews) ☒ Sensitive personally identifiable information (e.g., SSN, date of birth)
- ☒ Investigations (e.g., CID) ☐ Other information that, if compromised, could cause harm (describe on separate page)
5. The scope of this position is:
- ☐ Local ☒ Regional ☐ National ☐ Global
6. The impact/potential harm this position could cause would be:
- ☒ Internal to EPA ☒ Multi-Agency/Government-wide ☒ Beyond the Government
7. Position is a presidential or political appointment: ☐ Yes ☒ No
8. Requires access to hazardous or dangerous material (nuclear, biological, or chemical): ☐ Yes ☒ No
- What materials are involved? _____
9. Makes policy that affects AAship, Regional or Agency operations (not simply local branch or section operations):
- ☐ Yes ☒ No Describe: _____
10. Makes independent decisions or authoritative recommendations that are not subject to substantive verification or supervisory approval/sign off: ☐ Yes ☒ No
11. Obligates the agency to take action or spend funds: ☐ Yes ☒ No
- What actions? _____
- What amount of funding typically? _____ What is the ceiling? _____
12. Interacts with external contacts when performing duties and/or represents the agency to citizens or external organizations: ☒ Yes ☐ No (If "Yes," check all that apply.)
- Communicates with:
- ☒ EPA personnel
- ☒ Government entities outside of EPA
- ☒ Audience beyond government, including media, private industry, academia, environmental interest groups
- Communication methods:
- ☒ Shares factual information (e.g., technical or policy reports, outreach, or public relations material)
- ☒ Participates in meetings, conferences, or seminars
- ☐ Posts material on the EPA intranet or public website
- ☒ Represents agency or negotiates/defends significant or controversial matters
13. Protects or identifies critical infrastructure systems/programs, such as water treatment, other utilities, or telecommunications: ☒ Yes ☐ No
- What systems/programs are involved? drinking water treatment plants, distribution, source well locations
14. Directly enforces health regulations and/or protects public safety: ☐ Yes ☒ No
15. Investigates or audits government or nongovernment personnel, programs, and/or activities: ☒ Yes ☐ No
- (Note: Relates to investigating and auditing, but not simply overseeing.)
- What personnel, programs, and/or activities are involved? Public Water System Supervision Grants and SDWA implementation
16. Information technology (IT) position that creates, programs, administers, or protects government IT systems, databases, or infrastructure: ☐ Yes ☒ No (Note: Does not apply to positions that only use IT systems.)
17. Requires official EPA credentials: ☐ Yes ☒ No
- (Note: Credential bearers represent the agency and perform specific civil enforcement tasks, e.g., EPA inspectors.)
18. Other unique or critical characteristics/duties/requirements not previously covered? ☐ Yes ☒ No
- Describe: _____

Douglas Pabst

Name (Please Print)

Drinking Water and Municipal Infrastructure Branch Chief

Title

Signature

Date

5/3/17

Investigate

Position Designation Record

Agency	Environmental Protection Agency
Position Title	Supervisory Interdisciplinary Scientist/Engineer
Series and Grade/Pay	GS-1301/0401/0819-14
Band	
Position Description	D130114, D040114, D081914
Number	
Designator's Name & Title	Anne McWhinney, Human Resources Specialist

National Duties

Degree of Potential for Compromise or Damage

Public health and safety

- Duties are of such a minor or inconsequential nature and/or internal controls are so significant that there is no reasonable expectation that there could be a material adverse effect on national security

Unclassified information
(e.g. private, controlled
unclassified, or proprietary
information)

- Access to unclassified information is minimal and is of such a minor or inconsequential nature and/or internal controls are so significant that there is no reasonable expectation that there could be significant or serious damage to national security

Potential for Compromise or Damage

Duties

Degree of Potential for Compromise or Damage

Duties

Public safety and health services, regulation, enforcement, and protection (Food safety and inspection, occupational health and safety, transportation safety, environmental safety and hazard mitigation)

Customs, Immigration, and/or Critical Infrastructure and Key Resources

Investigation, oversight, and audits of government personnel, programs, and activities

Degree of Potential for Compromise or Damage

Immediate, significant, and independent responsibility for protecting the public's health and safety in areas outside of national security, such as:

- Food safety and inspection
- Occupational health and safety
- Transportation safety enforcement
- Environmental safety
- Environmental hazard mitigation

One or more of the following with autonomy controlled through system or physical means:

- Position has immediate, significant, and independent responsibility for facilitating:
 - Citizenship and immigration services
 - Enforcing immigration law
 - Customs enforcement
 - Deterring unauthorized employment
 - Other similar responsibilities
- Position has immediate and significant responsibilities for the operation and administration of CIKR

One or more of the following:

- Very broad authority in the conduct of internal and/or external non-criminal investigations, inquiries, or audits concerning delicate or controversial matters (for example, Office of Inspector General investigations), with impact to the public's trust

Duties**Degree of Potential for Compromise or Damage**

Protection of personal, private, controlled unclassified, or proprietary information-with the potential to damage the public's trust (includes access to or processing of personal information such as that protected by the Privacy Act (PA) of 1974, exempt from disclosure under the Freedom of Information Act (FOIA), financial data, or privileged information involving the award of contracts, contractor proprietary information, etc.)

- Any other non-criminal investigative or oversight/auditing duties, the outcome or compromise of which could cause severe harm to the public's trust

Unlimited access and control over personal, private, proprietary, or controlled unclassified information, the unauthorized disclosure of which could severely impact the public's trust, through substantial damage/harm to:

- The integrity or efficiency of the service
- Individuals or business entities
- Government programs or operations impacting the public's trust

Government service delivery, including customer service or public liaison duties

Duties involve customer service responsibilities and/or public liaison that could severely impact the public's trust through severe damage/harm to:

- The integrity or efficiency of the service
- Individuals or business entities
- Government programs or operations impacting the public's trust

Adjustment for Program Designation and Level of Supervision**Adjustments****Label**

Adjustment for Scope of Program and Correlation to Extent of Impact (see definitions)

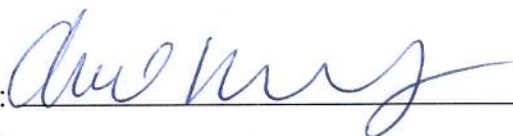
Multi-agency impact

Adjustments	Label
Adjustment for level of supervision or other controls	Limited or no supervision - ability to act independently in almost all areas almost all of the time

Total Points Designation

Label	Points	Investigation	Form Required
Total Initial Position Designation Points from Step 2	250	T4	SF 85P
Adjusted Position Designation Points from Step 3	245		

Sensitivity	Risk Level
Non-Sensitive	High Risk

Signature: Date: 5/4/2017Name: Anne McWhinney